

1 *as the Chief SSG requested*

~~1-A.~~ Originals of photographs accessioned (except for loans) are being held in the Photo Section. Such originals are filed by lot number, CSLT number, OO number and Foreign Service Post. Duplicates of the captioned photographs are not being made. If it is desired that an extra copy of this material be made, it can be done.

2 - A. This requirement could best be met by requesting this information from [] P.C. , ISG. The Photo Section does not see nor are they aware of all publications that contain photographs. To accomplish this it would be necessary for the Photo Section to make an extra copy of each photo, then attempt to obtain copies of all publications.

STAT

[] gives, directly from PSD, the first copy of all pub-
lications along with the original ^{Printed} material, including photographs, used to make up the publication and can provide the necessary control number to enable the Photo Section to locate the original ^{Photographic} material if it has been retained

STAT

[How arrangements been made with Staff to borrow materials on a weekly basis?]

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26 Aug. 1971

~~DRAFT~~

2 B. Experiments in Retouching

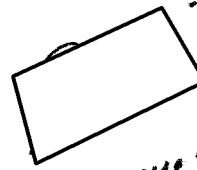
To date several samples of photographs which needed retouching have been sent to the Printing Services Division Graphics Arts shop for retouching. PSD, is following up on the completion of this work since the Graphics Art Shop would not give a date for the completion of this portion of the experiment.

STAT

The PSD Graphics Arts shop is working on retouching or spotting prints rather than negatives. Since this technique of air brushing and retouching the print is the same as that used by the OBGi art shop, no requirement for duplicate work was placed on OBGi. The Chief, SSG, was advised of this and agreed that there would be no need to duplicate the effort involved in this experiment.

In addition, the Photo Section has attempted to retouch the negatives involved in this same series and has found that the retouching could not be done by persons not trained in this work if a product suitable for publications was desired. As part of this experiment, the Chief, Photo Section, has contacted various photographic and art supply houses in the Washington area and has not yet been able to locate the necessary materials to perform additional in house experiments. Efforts in this direction will continue.

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*Require
expertise?
Which selected
cases? 25X1*

In addition to general retouching, i.e., removing lint, dust, etc., the technique of frisket or cutting out the image and placing it on a ~~neutral~~ background for rephotographing might be appropriate in certain cases, however, no experiments in this technique have been attempted since this represents a method to be used only in selected cases.

On the basis of discussion with persons in PSD/Graphics Arts, the easiest and most inexpensive method of accomplishing the type retouching necessary to improve the quality of the CRS product would involve retouching a print and rephotographing the retouched print. This technique requires between 1/2 to 1 1/2 hours per photograph depending upon the amount of area to be retouched.

Since the photo file does not reside in DPSD, it is not possible to determine the quantity of photographs that would require retouching. This could only be determined by an indepth review of the existing photographs in the file. Such a review could only be accomplished by a person familiar with the area and political situation in each area involved. Primary consideration for retouching of photographs must take in to account the potential for use of the photograph in a publication. ~~This information cannot be determined by DPSD personnel.~~

*Why not?
from DPSD*

Insert

During fiscal year 1971 the ISG estimates that 313 photographs were used in Intelligence memoranda and Intelligence reports *and another 100 + were used in reference. In addition several hundred more appeared in Handbooks and White House briefing aids.* On the basis of my subjective review of 185 photographs in such publications, I feel 82 or 44% could have been improved by masking and 24 or 13% would require retouching to improve them.

$$\begin{array}{r} 313 \\ 100 \\ 200 \\ \hline 613 \end{array} - \text{total appears very low!}$$

185 - of 613 for one year?

$$\begin{array}{r} 613 \\ .44\% \\ \hline 2452 \\ 2452 \\ \hline 269.72 \end{array} \text{ annually or avg. of 22.5 mo.}$$

$$\begin{array}{r} 613 \\ .13\% \\ \hline 1839 \\ 613 \\ \hline 79.69 \end{array} \text{ annually or avg. of 6.6 mo.}$$

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*What criteria
would be used?*

In all cases where it is determined that a photograph might possibly be used in a publication, I would recommend that retouching be done at the time of accessioning.

*How many
accessioned
annually?*

If such retouching were done at the time of accessioning, a negative for the production of a screen print as well as the master file negative and any necessary prints could^{all} be produced at the same time and be held in file by the area analyst in anticipation of publication, thus eliminating the need for disruptive crash requirements for photographs ~~for~~ ^{at the time} publication.

In summary, the following techniques may be used in retouching - no single one would apply to all cases:

1. Retouch the original photograph prior to preparing the master negative. In the case of loan material, prepare a work print, retouch ~~with~~ and produce the master file negative with the normal loss of resolution for the extra generations from the original.

Note: This method can be used by most accomplished artists familiar with opaque, water colors, pencil sketching, frisket and air brushing techniques.

2. Retouch the negative preparing a duplicate for storage in the master file.

Note: This technique requires a person skilled in etching *and* filling negative blemishes. Also this technique is least effective in correcting large areas which must be changed.

2 - C. Establishment of a Quality Control Point

Scope of the problem

*Are these use
figures?*

To review for proper masking and possible retouching an estimated 21,546 personality and 19,614 ground photographs (FY-71) prior to the preparation of negatives.

Also, this control point should review all photos supplied to customers to insure maximum quality (22,582 personality, 127,675 ground FY-71)

How many unique?

Possible Solution

a

The ideal solution to the problem of improved quality would be to have ~~a small group~~ ^{a photo analyst and a typist}, probably one for each area division, ~~of photo analyst and typist~~, to handle all photo selection, framing and captioning. This group, under the supervision of a single individual, could then process all photography in a uniform manner. Such a group should be in constant touch with the various ISG area analysts who would provide information on the current situation in their area as well as assist in the development of requirements. Such a group would be responsible for maintaining and servicing the files of photographs for the area of their responsibility.

In addition, if it is determined that the volume of retouching is sufficient to merit a retoucher on a full time basis, this individual would appropriately be placed in this group.

* It is of paramount importance that any quality control point be given the authority to make the final decision on what represents the best possible photo reproduction.

6. An alternative solution to the establishment of such group would be to establish 1 professional and 1 clerical support employee to this task of technical review of input and finished product. These employees could review the work received from the ISG areas adjusting masks, checking captions, etc., however, the primary masking should be done in the area divisions, particularly in the case of masking from groups, since the control point would have problems with identification *and selection* .

In general, it is felt that the quality control group should maintain the necessary supplies and related photographic materials necessary for the accomplishment of the overall photo mission. As stated previously, if the volume of retouching merits the assignment of a full time artist, this position should be included in this group.